

# EEOP Short Form



Thu May 10 16:40:50 EDT 2012

## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY 11 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation	<b>Grant Number:</b>	2011-DJ-BX-2205
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$1,213,980.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Kristin Davidson	<b>Telephone #:</b>	808-586-0888
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Zephyr Fraser	<b>DOJ Telephone #:</b>	202-616-0416

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<b>Grant Title:</b>	BJA FY 10 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation	<b>Grant Number:</b>	2010-DJ-BX-0404
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$1,477,869.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Kristin Davidson	<b>Telephone #:</b>	808-586-0888
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Zephyr Fraser	<b>DOJ Telephone #:</b>	202-616-0416

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<b>Grant Title:</b>	BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation	<b>Grant Number:</b>	2009-DJ-BX-0672
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$1,562,917.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street		

Honolulu, Hawaii  
96813

<b>Contact Person:</b>	Kristin Davidson	<b>Telephone #:</b>	808-586-0888
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Zephyr Fraser	<b>DOJ Telephone #:</b>	202-616-0416

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<b>Grant Title:</b>	BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation	<b>Grant Number:</b>	2009-SU-B9-0044
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$6,424,438.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Albert Bolosan	<b>Telephone #:</b>	808-586-5992
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Zephyr Fraser	<b>DOJ Telephone #:</b>	202-616-0416

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<b>Grant Title:</b>	OVC FY 11 VOCA Victim Assistance Formula Grant Program	<b>Grant Number:</b>	2011-VA-GX-0023
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$2,243,354.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Shaleigh Tice	<b>Telephone #:</b>	808-586-1157
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Shadine Jankovic	<b>DOJ Telephone #:</b>	202-305-7807

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<b>Grant Title:</b>	OVW FY 11 Violence Against	<b>Grant Number:</b>	2011-WF-AX-0008
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Women Formula Grant Program

**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,027,563.00  
**Grantee Type:** State Government Agency  
**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**Contact Person:** Helena Manzano  
**Telephone #:** 808-586-1164  
**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**DOJ Grant Manager:** Kimberly Galvan  
**DOJ Telephone #:** 202-307-3348

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**Grant Title:** OVW FY 10 Violence Against Women Formula Grant Program  
**Grant Number:** 2010-WF-AX-0065  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,025,028.00  
**Grantee Type:** State Government Agency  
**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**Contact Person:** Helena Manzano  
**Telephone #:** 808-586-1164  
**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**DOJ Grant Manager:** Kimberly Galvan  
**DOJ Telephone #:** 202-307-3348

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**Grant Title:** OVW FY 09 Violence Against Women Formula Grant Program  
**Grant Number:** 2009-WF-AX-0049  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$977,932.00  
**Grantee Type:** State Government Agency  
**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**Contact Person:** Helena Manzano  
**Telephone #:** 808-586-1164  
**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**DOJ Grant Manager:** Kimberly Galvan

**DOJ Telephone #:** 202-307-3348

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**Grant Title:** OVW FY 2009 Recovery Act STOP Violence Against Women Formula Grant Program **Grant Number:** 2009-EF-S6-0021

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$1,047,877.00

**Grantee Type:** State Government Agency

**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**Contact Person:** Helena Manzano **Telephone #:** 808-586-1164

**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**DOJ Grant Manager:** Kimberly Galvan **DOJ Telephone #:** 202-307-3348

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**Grant Title:** OVW FY 08 Violence Against Women Formula Grant Program **Grant Number:** 2008-WF-AX-0038

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$940,257.00

**Grantee Type:** State Government Agency

**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**Contact Person:** Helena Manzano **Telephone #:** 808-586-1164

**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**DOJ Grant Manager:** Kimberly Galvan **DOJ Telephone #:** 202-307-3348

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**Grant Title:** OVW FY 07 Violence Against Women Formula Grant Program **Grant Number:** 2007-WF-AX-0049

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$924,658.00

**Grantee Type:** State Government Agency

**Address:** 425 Queen Street  
Honolulu, Hawaii

96813

<b>Contact Person:</b>	Helena Manzano	<b>Telephone #:</b>	808-586-1164
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Kimberly Galvan	<b>DOJ Telephone #:</b>	202-307-3348

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<b>Grant Title:</b>	National Justice Information Sharing (NJIS)	<b>Grant Number:</b>	2010-DB-BX-K053
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	465 S. King Street. Room 102 Honolulu, Hawaii 96813		
<b>Contact Person:</b>	John Maruyama	<b>Telephone #:</b>	808-587-3366
<b>Contact Address:</b>	465 S. King Street. Room 102 Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Gale Farquhar	<b>DOJ Telephone #:</b>	202-514-8528

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<b>Grant Title:</b>	BJA FY 07 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation	<b>Grant Number:</b>	2007-DJ-BX-0061
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$1,456,616.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Kristin Davidson	<b>Telephone #:</b>	808-586-0888
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Zephyr Fraser	<b>DOJ Telephone #:</b>	202-616-0416

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<b>Grant Title:</b>	FY 2005 OJJDP Congressional Earmark Program	<b>Grant Number:</b>	2005-JL-FX-K038, S1 & S2
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**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$2,038,379.00  
**Grantee Type:** State Government Agency  
**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**Contact Person:** Stuart Okumura  
**Telephone #:** 808-586-1397  
**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**DOJ Grant Manager:** Gwendolyn Dilworth  
**DOJ Telephone #:** 202-514-4822

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**Grant Title:** Community Oriented Policing Services (COPS)  
**Grant Number:** 2010-CK-WX-0492  
**Grantee Name:** Hawaii Criminal Justice Data Center  
**Award Amount:** \$2,000,000.00  
**Grantee Type:** State Government Agency  
**Address:** 465 S. King Street, Room 102  
Honolulu, Hawaii  
96813  
**Contact Person:** John Maruyama  
**Telephone #:** 808-587-3366  
**Contact Address:** 465 S. King Street, Room 102  
Honolulu, Hawaii  
96813  
**DOJ Grant Manager:** Andrew A. Dorr, LaTanya Owens  
**DOJ Telephone #:** 800-421-6770

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**Grant Title:** Community Oriented Policing Services (COPS)  
**Grant Number:** 2009-CK-WX-0179  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,500,000.00  
**Grantee Type:** State Government Agency  
**Address:** 465 S. King Street, Room 102  
Honolulu, Hawaii  
96813  
**Contact Person:** John Maruyama  
**Telephone #:** 808-587-3366  
**Contact Address:** 465 S. King Street, Room 102  
Honolulu, Hawaii  
96813  
**DOJ Grant Manager:** Andrew A. Dorr, LaTanya Owens  
**DOJ Telephone #:** 800-421-6770

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<b>Grant Title:</b>	OVC FY 10 VOCA Victim Assistance Formula Grant Program	<b>Grant Number:</b>	2010-VA-GX-0108
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$2,101,544.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Shaleigh Tice	<b>Telephone #:</b>	808-586-1157
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Shadine Jankovic	<b>DOJ Telephone #:</b>	202-305-7807

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<b>Grant Title:</b>	OVC FY 09 VOCA Victim Assistance Formula Grant Program	<b>Grant Number:</b>	2009-VA-GX-0062
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$1,906,163.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Shaleigh Tice	<b>Telephone #:</b>	808-586-1157
<b>Contact Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>DOJ Grant Manager:</b>	Shadine Jankovic	<b>DOJ Telephone #:</b>	202-305-7807

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<b>Grant Title:</b>	OVC FY 09 Recovery Act VOCA Victim Assistance Formula Grant Program	<b>Grant Number:</b>	2009-SG-B9-0138
<b>Grantee Name:</b>	Hawaii Department of the Attorney General	<b>Award Amount:</b>	\$585,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	425 Queen Street Honolulu, Hawaii 96813		
<b>Contact Person:</b>	Shaleigh Tice	<b>Telephone #:</b>	808-586-1157



**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**DOJ Grant Manager:** Shadine Jankovic

**DOJ Telephone #:** 202-305-7807

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**Policy Statement:**

The Department of the Attorney General assures equal employment opportunity to all persons and strives to provide a work environment that is fair, respectful, and free from discrimination and harassment on the basis of race, religion, sex, age, national origin, disability, or any other factor not directly job-related. This policy applies to all employment activities, such as recruitment, promotion, demotion, discipline, benefits, compensation and training. We will take employment actions within the scope of Federal and State law to maintain a workforce reflective of the civilian labor force in the State of Hawaii as much as possible.

Persons who feel they have been subjects of discrimination based on any of the protected classes in any employment action are urged to speak to the Department's Equal Employment Opportunity Officer. Any employee found to have intentionally based an employment decision on any of the protected classes of work may be subject to appropriate disciplinary action.

## **Step 4b: Narrative Underutilization Analysis**

Please see the attached hard copy document.

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage Asian males to apply for vacancies in the Administrative Support job category.**

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

### **2. To encourage White females to apply for vacancies in the Officials/Administrators, Professionals, Technicians and Administrative Support job categories.**

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

### **3. To encourage White Males to apply for vacancies in the Professionals and Administrative Support job categories.**

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal

Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

**4. To encourage Hispanic or Latino males and females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, and Administrative Support job categories.**

a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.

b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

**Step 7a: Internal Dissemination**

Department employees will be notified when the EEOP is approved and encouraged to read it and refer any questions to the EEO Officer. Additionally, the EEOP will be posted on the Department's Intranet for reference and review by employees.

A copy of the plan will be disseminated to each division supervisor for review prior to the meeting at which the EEO Officer will give a brief overview and answer specific questions.

As they are in-processed, new employees will be informed of the Director's commitment to equal employment principles, the availability of the EEOP for review on the intranet, and the various processes available for handling complaints.

**Step 7b: External Dissemination**

The EEOP will be posted on the Departments website for public review.

The declaratory phrase An Equal Opportunity Employer shall be imprinted on the Departments informational brochures

that are used for job fairs, recruitment sessions, etc.

The Personnel Office will work with the central personnel agency for State government (the Department of Human Resources Development), minority and female community organizations, and other organizations to increase availability of hiring announcements and related literature.

**Utilization Analysis Chart  
Relevant Labor Market: Hawaii**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	3/30%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/40%	0/0%	0/0%
CLS #/%	15,790/23 %	1,705/2%	500/1%	85/0%	19,080/28 %	2,355/3%	1,005/1%	9,690/14%	1,720/2%	255/0%	65/0%	13,520/20 %	2,345/3%	840/1%
Utilization #/%	7%	-2%	-1%	-0%	2%	-3%	-1%	-14%	-2%	-0%	-0%	20%	-3%	-1%
Professionals														
Workforce #/%	53/14%	0/0%	1/0%	0/0%	116/31%	20/5%	6/2%	30/8%	1/0%	0/0%	0/0%	101/27%	31/8%	15/4%
CLS #/%	18,025/20 %	1,495/2%	785/1%	80/0%	18,625/20 %	1,910/2%	715/1%	18,680/20 %	2,310/3%	605/1%	115/0%	24,275/26 %	3,155/3%	1,110/1%
Utilization #/%	-5%	-2%	-1%	-0%	11%	3%	1%	-12%	-2%	-1%	-0%	1%	5%	3%
Technicians														
Workforce #/%	2/18%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/27%	2/18%	0/0%
CLS #/%	1,450/14%	380/4%	55/1%	4/0%	2,835/28%	395/4%	105/1%	1,370/14%	295/3%	80/1%	4/0%	2,730/27%	270/3%	145/1%
Utilization #/%	4%	-4%	-1%	-0%	8%	-4%	-1%	-14%	-3%	-1%	-0%	0%	16%	-1%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,500/23%	855/8%	310/3%	45/0%	3,390/31%	1,895/17%	440/4%	440/4%	200/2%	60/1%	10/0%	480/4%	400/4%	80/1%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	175/24%	40/6%	0/0%	0/0%	130/18%	100/14%	25/3%	160/22%	30/4%	0/0%	0/0%	25/3%	25/3%	10/1%
Utilization #/%														
Administrative Support														
Workforce #/%	3/1%	0/0%	0/0%	0/0%	11/5%	2/1%	3/1%	11/5%	0/0%	0/0%	0/0%	149/62%	43/18%	17/7%
CLS #/%	9,525/7%	2,615/2%	710/1%	85/0%	20,130/16 %	3,100/2%	1,230/1%	20,405/16 %	6,830/5%	935/1%	135/0%	49,405/39 %	9,265/7%	3,115/2%
Utilization #/%	-6%	-2%	-1%	-0%	-11%	-2%	0%	-11%	-5%	-1%	-0%	24%	11%	5%

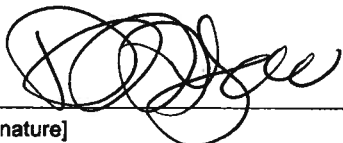
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,265/26 %	3,045/7 %	375/1 %	60/0 %	19,255/45 %	4,415/10 %	1,850/4 %	610/1 %	160/0 %	65/0 %	4/0 %	1,390/3 %	360/1 %	100/0 %
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15,940/12 %	7,135/5 %	1,110/1 %	120/0 %	40,235/29 %	10,505/8 %	3,420/2 %	11,895/9 %	5,175/4 %	570/0 %	160/0 %	32,815/24 %	5,835/4 %	2,110/2 %
Utilization #/%														

**Significant Underutilization Chart**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals	✓	✓						✓	✓					
Administrative Support	✓	✓			✓			✓	✓					

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

	<b>Attorney General</b>	<b>MAY 10 2012</b>
_____ [signature]	_____ [title]	_____ [date]



## ATTACHMENT

### STEP 4b: NARRATIVE UNDERUTILIZATION ANALYSIS

The Department of the Attorney General reviewed the Utilization Analyses (comparing its workforce to the relevant labor market), and noted the following:

- White females are under-represented all four job categories: Officials/Administrators (-14%), Professionals (-12%), Technicians (-14%), and Administrative Support (-11%).
- White males are under-represented in the Professionals (-5%) and Administrative Support (-6%) categories.
- Hispanic or Latino males are under-represented in all four job categories: Officials/Administrators (-2%), Professionals (-1%), Technicians (-4%) and Administrative Support job category (-2%). Hispanic or Latino females are also under-represented in all categories: Officials/Administrators (-2%), Professionals (-2%), Technicians (-3%) and Administrative Support (-5%).
- Asian males continue to be under-represented in the Administrative Support job category since the 2009 report with the same underutilization percentage of -11%.
- Male Native Hawaiian or Other Pacific Islanders are under-represented in Officials/Administrators (-3%), Technicians (-4%), and Administrative Support (-2%) categories. Female Native Hawaiian or Other Pacific Islanders are under-represented in the Officials/Administrators (-3%) category only.
- The Black or African American and the American Indian or Alaska Native groups' underutilization range from 0% to -1%, however, the State of Hawaii CLS confirms that these two groups occupy 1% or less in each job category. Therefore, the underutilization is not significant.
- Males and females in the Two or More Races ethnic group show 0% to -1% underutilization in all job categories except the female Administrative Support category; however, the State of Hawaii CLS has determined that these groups also occupy 1% or less in all job categories, except for 2% for female Administrative Support workers. Our actual utilization of 5% for female Administrative Support workers exceeds the 2% relevant market labor statistic.

Notable areas of marked improvement since the 2009 report include the following:

- White males' utilization percentage improved in the Professionals category from -7% in 2009 to a smaller underutilization percentage of -5% in 2011.
- Asian males' utilization percentage also improved in the Professionals category from 8% to 11%.
- In 2009 Asian females were under-represented in the Technicians category at -12%, but improved to showing no underutilization in 2012.
- Females in the Two or More Races ethnic group improved in the Professionals category from 2% to 3%, as well as in the Administrative Support category with an increase from 4% to 5%.

Efforts to improve our underutilization over the next 2-year period will be affected by budget shortfalls due to our state's economic climate. However, when and if allowed to fill positions, and with all things being equal, managers are fully aware to highly consider candidates in the underutilized groups.